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Career Objective

To Work with a MNC that gives scope to enhance knowledge and skill using the latest technologies and to be a part of a team that dynamically works towards the progressive growth of the organization.

PROFESSIONAL PROFILE

A dynamic professional with **9+ years** of experience in **Finance & Accounts** in **MNC**. Expertise in managing process **Migrations & O2C operations**.

AREA OF EXPERTISE

Process Management

- Transitioned the receivables: Maersk (Germany, Poland, Hungary, Czech Republic & Slovakia).
- Through review and continuous monitoring make sure that the process is customer requirement compliance.
- Focus on taking up and implementing continuous process improvements.
- Ensure that all Process Documentation, Process Control, Process Stability is taken care of, so that they are measurable, repeatable and predictable

Finance & Accounts

- Manage Order To cash functions of Finance Accounting; ensure effective credit management through customer account analysis, low past due receivables, timely and accurate recording of cash and keeping the disputes at minimum
- Manage Accounts Payable function, bank & vendor reconciliation,
- Handled External auditors query and clarifications.

Technical

Skill Sets	<ul style="list-style-type: none">• MIS, Project Transition, Accounts receivable, payable, core accounting, Account reconciliation & Bank reconciliation
Tools	<ul style="list-style-type: none">• Sap B1, System 21(IBM software), Tally 9.1 Version, MS office, visual basic, HTML, Netscape, Fox pro, XML & SQL,

Functional

Management and Leadership Skills	<ul style="list-style-type: none">• Team Leading and Handling , Handling Foreign Clients , Portfolio Management, Representing team in Credit Meetings, Cluster calls and operation meeting , Process Improvement and Excellent communication skills
Training & Development	<ul style="list-style-type: none">• Access management, Configuration Management, Problem management, Change Management, On boarding/Off boarding. Also Able to Train Jr.Resources in Environment.

WORK EXPERIENCE:

Currently working with Maersk Global Service Centre.

Position Level : Senior A/R Analyst

Experience : 9.7 Years

EDUCATIONAL QUALIFICATION

- Master of Business Administration (M.B.A)- International Business – Pondicherry university
- Bachelor of Commerce (B. Com) – Thiruvalluvar university – Voorhees college Vellore.

PROFESSIONAL WORK EXPERIENCE

Maersk Global Service Centre (India) Ltd, Chennai

Nov 2015 to till date

Working as **Senior AR Analyst** for AR (Collections) and reporting to AR Manager

Key Responsibility Area:

- Adept at implementing transition project plans according to client specifications. Focused on strategic development under frequently rigid project timelines and tight deadlines.
- Off shoring the Collections portfolio ECE countries Slovakia, Czech Republic & Hungary & Poland.
- Conducting team meeting on daily basis to understand the backlogs and driving accordingly.
- Responsible for collection targets. Preparation of SOP and SMTD documents. And knowledge Transfer to Jr.
- Reviewing individual Analyst's portfolio to identify areas of improvement.
- Periodic reviews on >7 days invoices and reduction of unapplied payments on accounts.
- Organizing the weekly call with the dispute management team to analyze the status of the pending disputes cases assigned to collections and rejected disputes to get a closure.
- Approving the requests placed by customer master team about any account maintenance such as bank details, change of billing currency, change of Email address etc.

Reporting:

- Had to keep management regularly informed on the team's performance with analysis on steps taking to reach targets and where we stand against the target.
- Reporting the bad payers and their details to the Commercial team for the consequence management.

Co-ordination with Internal stakeholders

- To coordinate with the Business finance teams – Sales, Customer Services, Dispute handling, Payment application, invoicing etc. to assist in smooth flow of process.

Others

- Handling all queries from senior management in an (Cluster Director, Freight Collections Manager) efficient and timely manner.

Company Name: Redington (India) Ltd

Role: Senior Business Accountant – AR&AP (June 2011 to October 2015)

Role & responsibilities

- **MIS Report to the Management on time.**
- Working for claims related to Vendors like Hewlett Packard, Acer, Epson, ITC, TVS, Lenovo, Wipro, Dell, and Kodak.
- Finalization of Profit for the Biz's on monthly basis. **(Gross Margin).**
- Ascertaining all Expenses and Revenues related to Biz (monthly basis) and getting confirmation for the same from Business Unit Head.
- Review of working capital relating to Receivables.
- Accounts payable & Receivable Reconciliation activities.
- **Co-ordination for internal & external audit activities.**
- **Closing of month end activities in all aspects.**
- **Quarterly meet with vendors for claims& payables reconciliation.**
- Submission of Debit Notes with proper Documents & Approvals to Vendor for all claims related transactions. Also, Completeness of the Bookings.
- Ensure collection of vendor claims the specified TAT.

- **Biz Sign-Off** – Ensure there is no revenue leakage in the Booking and confirm the completeness of Booking.
- Claim computation & automation of claims with IT team. Controller of bak office at Trichy BPO.
- Claim Contra Account Schedule and unutilized Credit details for monthly reporting & coordinating with various vendors for collecting TDS certificate.
- Margin analyzing report to Biz team on weekly Basis.
- Solving the issues in income and hit to business aspects on Gross margin sheet confirmation.

ADDITIONAL RESPONSIBILITY_ ASPEN REPORTING TO HP (Hewlett Packard)

- ASPEN is an initiative to streamline the various data in one single process. It is the process of submitting our Inventory, Sell-In and Sell- Thru data through secured channel.
- Weekly Reconciliation with HP, which includes Purchase, Sales & Closing stock.

CompanyName: HEMALATHA ENTERPRISES PVT LTD (CAVINKARE)

Role: Junior commercial officer (Nov 2009 to June 2011)

Role & responsibilities

- Preparation of MIS & Jc reports.
- Accounts receivable & Accounts payable of the branch completely control.
- Cash receivables through collections & payments through petty cash control.
- Vendor reconciliations & Debtors reconciliations.
- Preparing bills to the distributors & checking the rates fallen correctly with vat.
- Bank reconciliation & Inter branch reconciliation.
- Credit control to Distributors.
- Collections pupations and cross checking the entries on time.
- Tracking the purchase invoices Rates are correctly fallen manual with software.
- Processing DA & TA Expenses to the Employees.
- Coordination with HO accounts to make vat payments before due date.

CompanyName: Golden tiles & sanitary wares

Role: Accountant (Jan 2008 to Nov 2009)

Role & responsibilities

- Accounts receivables & Payable s completely, Vendor receivables & payables.
- Debtor's and Vendor reconciliation every month.
- Bank reconciliation monthly and Reconciliation of purchase invoices.
- Processing income receivables & payable to employees
- Ensuring the sub vat payments before due date and Review of inventories
- Submitting various reports to the management as per their requirements on a periodic basis and Stock audit monthly wise
- Credit tracking and controlling to the vendors and through ageing day
- Preparation of Monthly reports and issuing the C form to vendors.

PERSONAL PROFILE

Date of birth : 26.02.1988
 Age : 29
 Marital status : Married
 Gender : Male
 Languages known : English, Tamil
 Father's name : B. Panneerselvam

PLACE:Chennai

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